



Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Social Security No.: Date of Birth:

Position Applied for: Desired Salary:\$

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you applied here before? YES NO If yes, when?

Have you ever worked for this company? YES NO If yes, when?

Were you recommended to apply here? YES NO If yes, by who?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service (if applicable)

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

General Employment Information

- 1. Type of employment sought: () Full-Time () Part-Time () Temporary / Seasonal
- 2. Number of hours you are available per week: _____
- 3. Pay expected (per hour): _____
- 4. Are you willing to work overtime if / when required? () Yes () No If no, please explain below:

- 5. An essential function of all Sun Windows Inc. factory jobs includes lifting and frequent moving. What is the maximum weight (in lbs) you are comfortable lifting? _____
- 6. Based on the job description, do you have the ability to perform the job for which you are applying for?
() Yes () No

Jobs Requiring the Use of Vehicles

Do you have a Commercial Driving's License* (CDL)? () Yes () No

*A CDL is a driver's license required to operate large, heavy, or placarded hazardous material vehicles in commerce, including trucks, buses, and trailers.

Have you ever been convicted of a moving traffic violation? () Yes () No

If yes, please explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Authorization for Drug Screening

I am willing and agree to be tested for drugs and / or alcohol which may include: urinalysis, blood test, or hair test drug screening. I recognize that such test may be requested prior to or during my employment. Accordingly, I give my consent to any clinic, laboratory, or hospital designated by SUN WINDOWS INC. to perform such appropriate tests or examinations on me for drugs and / or alcohol.

I further give my permission to any such clinic, laboratory, or hospital to release the results of these test to SUN WINDOWS INC. I also understand that the results of such procedures and/or tests may be considered as part of my application for employment, and will become part of personal file if I am hired as an employee of SUN WINDOWS INC.

I further understand and agree that should I become an employee of SUN WINDOWS INC. and as a condition of continued employment, SUN WINDOWS INC. reserves the right to conduct future drug/alcohol screenings to detect the presence of alcohol, illegal or unauthorized drugs and other dangerous substances, and that the presence of such substances or the refusal to submit to such tests may be grounds for immediate discharge.

Applicant's Signature: _____ Date: _____